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Training Material

TRAVEL OPTION B

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This self-study is to inform users of the ADPICS Travel B processing functionality. Travel B processing uses the 1800 Direct Voucher Header Entry screen. Interface types (travel advance and travel voucher) and additional comptroller objects are used to process travel transactions with Travel B. All agencies have the option to process travel transactions using the Travel B functionality.

This Self Study provides screen prints and procedures for entering and/or inquiring on Travel Advances and Travel Vouchers in ADPICS using the Travel B functionality.

TRAVEL B PROCESSING

Travel B travel reimbursement transactions are input into ADPICS and processed by R*STARS. The 1800 Direct Voucher Header Entry screen in ADPICS is used to process these transactions. The following travel transactions are processed:

1. Travel Advances – This transaction is used to process a Travel Advance to a state employee. Interface Type BA is used on the Direct Voucher screen to process the transaction from ADPICS to R*STARS. Transaction Code 297 records the Travel Advance in R*STARS.
2. Travel Advance Liquidations – This transaction is processed to record a Travel Advance Liquidation. Interface Type TL is used on the Direct Voucher screen to process the transaction from ADPICS through R*STARS. Transaction Code 243 records the Travel Advance Liquidation in R*STARS.

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3. Travel Expenditures – This transaction is processed to record a Travel expenditure. Interface Type BT is used on the Direct Voucher screen to process the transaction from ADPICS to R*STARS. Transaction Code 299 records the travel expenditure in R*STARS.

Users will need to determine the taxable and nontaxable amounts of travel reimbursement and use the appropriate object code for processing Travel B transactions.

COMPTROLLER OBJECTS USED WITH TRAVEL B

4810	Std Mileage – Nontaxable – In State
4811	Std Mileage – Nontaxable Portion of Taxable – In State
4812	Std Mileage – Taxable Portion – In State
4815	Prem Mileage – Nontaxable – In State
4816	Prem Mileage – Taxable – In State
4817	Prem Mileage – Nontaxable Portion of Taxable – In State
4830	Airfare – In State
4835	Other Common Carrier – In State
4840	Meals – Nontaxable – In State
4845	Meals – Taxable – In State
4850	Lodging – Nontaxable – In State
4851	Lodging – Taxable – In State
4855	Other Employee Travel Expenses – In State
4856	Leg SOCC Expense Allowance – Nontaxable
4857	Leg SOCC Expense Allowance – Taxable
4865	Std Mileage – Nontaxable – Out of State
4866	Std Mileage – Nontaxable Portion of Taxable – Out of State
4867	Std Mileage – Taxable – Out of State
4870	Prem Mileage – Nontaxable – Out of State
4871	Prem Mileage – Taxable – Out of State
4872	Prem Mileage – Nontaxable Portion of Taxable – Out of State
4885	Airfare – Out of State
4890	Other Common Carrier – Out of State
4895	Meals – Nontaxable – Out of State
4905	Meals – Taxable – Out of State
4910	Lodging – Out of State
4915	Other Employee Travel Exp – Out of State
7382	Employee SS/Medicare/Federal Tax Travel
7383	Employee SS/Medicare/Taxable Travel

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TRAVEL NAVIGATION

The examples that follow demonstrate the Travel B functionality. Note that data in these documents is shown for training purposes only. The Vendor ID's, names, codes, and titles are fictitious. When creating travel documents, use data that is valid in the Production region.

```
PCHL0000 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    3:15 PM
LINK TO:                MAIN MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

      USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

      (1)  - ACCOUNTS PAYABLE MENU
      (2)  - PROCUREMENT TRANSACTIONS MENU
      (3)  - RECEIVING MENU

      (5)  - TABLE MAINTENANCE MENU
      (6)  - REPORT PROCESSING MENU
      (7)  - SYSTEMS MANAGEMENT MENU
      (8)  - CHANGE ORDER PROCESSING MENU

      (10) - DOCUMENT AUTHORIZATION MENU
      (11) - COMMODITY TABLE INQUIRY
      (12) - VENDOR MAINTENANCE/INQUIRY MENU
      (CL) - EXIT
```

To access the 1800 Direct Voucher Header Entry screen from the 0000 ADPICS Main Menu, press <F1> Accounts Payable Menu:

```
PCHL1000 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    2:44 PM
LINK TO:                ACCOUNTS PAYABLE MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

      USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

      (1)  - INVOICE HEADER ENTRY
      (2)  - VOUCHER HEADER ENTRY
      (3)  - EXCEPTION PROCESSING
      (4)  - EXCEPTION PROCESSING PROGRESS PAYMENT
      (5)  - ACCOUNTS PAYABLE INQUIRIES MENU
      (6)  - ACCOUNTS PAYABLE TABLE MAINTENANCE MENU
      (7)  - CREDIT MEMO HEADER ENTRY
      (8)  - DIRECT VOUCHER HEADER ENTRY

      (10) - TRAVEL MENU

      (CL) - EXIT
```

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Press <F8> to access the 1800 Direct Voucher Header Entry screen. Another method of accessing this screen is by typing '1800' in the 'Link To' field on any screen and pressing <F9-LINK>. The 1800 Direct Voucher Header Entry screen in ADPICS is used to process all travel reimbursement transactions using Travel B.

PCHL1800 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY		2:57 PM	
LINK TO:		DIRECT VOUCHER HEADER ENTRY					
DIR VOUCHER ID:		DOC TYPE: DV		EFF DATE :			
ACTION IND : N		DUE DATE:		INTF TYPE: DV			
PDT :		DMI : R		BANK ID : 000		PYMNT NO :	
VEN INVOICE NO:		DSC TRMS: NET		DOC RF NO:			
DEPARTMENT : 003		TRAINING DEPARTMENT 003				NOTE : N	
CONTACT :						STATUS:	
TELEPHONE :		EXT		CREATE:			
VOUCHER AMOUNT:		BPO ID :		UPDATE:			
VENDOR ID :						POST :	
ADDRESS : ADDRESS NOT ON FILE						MUPC :	
		1099:		SERVICE DATE:			
CITY :		ST:		ZIP:		CTRY:	
VOUCHER DESC :				CLIENT/PATIENT NO :			
DISTRIB METHOD: S		REJECT CODE:		FCO :		DATE OF SERVICE :	
SX AGY AY INDEX PCA		COBJ AOBJ GRANT		PH PROJ		PH AG1 AG2 AG3 PERCENT	
F1-HELP		F2-SELECT		F3-DELETE		F5-NEXT	
		F8-SEL TERMS		F9-LINK		F6-VIEW DOC	
				F10-SAVE		F11-VW ACCT	

Creating a Travel Advance

For this example, an employee was issued a travel advance for \$750.00. Later, a travel voucher is submitted for \$1,000.00. Recording the travel advance involves creating one ADPICS Direct Voucher document. Recording for the travel voucher involves creating two ADPICS Direct Voucher documents: a travel advance liquidation and the travel expenditure claim. This self study illustrates all three documents.

On the 1800 Direct Voucher Header Entry screen, enter the following required fields:

FIELD	DESCRIPTION
DOC TYPE	Enter a travel document type, DT for Travel Advance. This may default if already established on an ADPICS department table, and can be overtyped if necessary.
INTERFACE TYPE	Enter the proper interface type. The interface type in ADPICS determines the Transaction Code in R*STARS. Enter interface type BA for a travel advance (Transaction Code 297 in R*STARS).

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PDT	Enter the Payment Distribution Type. A PDT that mails across documents is needed.
DMI	Enter the proper Disbursement Method Indicator. The DMI indicator defaults to 'R' – regular disbursement.
BANK ID	Enter the Bank ID for the payment transaction.
VENDOR INVOICE NO	Enter according to agency usage for travel documents.
DOC REF NO	Document Reference Number – generally this will be blank for a travel advance.
VENDOR ID	Enter the related Vendor ID for which the voucher is being created which will be the employee's social security number preceded by a '3'. The ADDRESS (Mail Code) will usually be 000 for employees. (See Note A)
DISTRIBUTION METHOD	Enter the accounting distribution method: S for single accounting distribution, M for multiple and P for percentage. Defaults to S.
ACCOUNTING CODING BLOCK	Enter the appropriate accounting coding block information. Enter the valid comptroller objects for Travel.
AOBJ	Enter a valid Agency Object (if necessary). The AOBJ must point to a valid COBJ or an error will be received.

Note A: Employees are confidential vendors; therefore, Vendor IDs cannot be viewed and/or selected from the 1200 Vendor Name Inquiry screen. The Mail Code for employee travel reimbursement will usually be 000. Mail Code 000 is the Federal Tax reporting address and should reflect the current employee address.

PCHL1800 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY	8:11 AM
LINK TO:		DIRECT VOUCHER HEADER ENTRY			
DIR VOUCHER ID:		DOC TYPE: DT		EFF DATE :	
ACTION IND	: N	DUE DATE:		INTF TYPE: BA	
PDT	: MA	DMI : R	BANK ID : 000	PYMNT NO :	
VEN INVOICE NO:	ADV 4/15-30	DSC TRMS: NET		DOC RF NO:	
DEPARTMENT	: 003	TRAINING DEPARTMENT 003		NOTE : N	
CONTACT	:			STATUS:	
TELEPHONE	:	EXT		CREATE:	
VOUCHER AMOUNT:		BPO ID :		UPDATE:	
VENDOR ID	: 3700441003			POST :	
ADDRESS	000:			MUPC :	
		1099:	SERVICE DATE:		
CITY :		ST:	ZIP:	CTRY:	
VOUCHER DESC :		CLIENT/PATIENT NO :			
DISTRIB METHOD: S	REJECT CODE:	FCO :	DATE OF SERVICE :		
SX AGY AY INDEX PCA	COBJ AOBJ GRANT	PH PROJ	PH AG1	AG2	AG3 PERCENT
003 YY 99965	7205 7205				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> F1-HELP F2-SELECT F3-DELETE F5-NEXT F6-VIEW DOC </div> <div style="display: flex; justify-content: space-between;"> F8-SEL TERMS F9-LINK F10-SAVE F11-VW ACCT </div>					

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After the Header information is entered, press <F10–SAVE> to save. The transaction will be saved with an action indicator of 'N', which indicates the transaction is not posted to R*STARS. The system will transfer to the 1810 Direct Voucher Detail Entry screen and generate the direct voucher ID.

On the 1810 Direct Voucher Detail Entry screen, make a note of the Direct Voucher ID for future reference.

At this point, enter the line detail for the transaction:

FIELD	DESCRIPTION
COMMODITY	Enter a commodity number or press <F2–SELECT> for the commodity table listing; for example, FTR–18 can be used for a Travel Advance
QUANTITY	Enter one (1) as the quantity
UNIT COST	Enter the total amount of the advance

PCHL1810 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	8:28 AM
LINK TO:	DIRECT VOUCHER DETAIL ENTRY		
DIR VOUCHER ID: 003WY000053			
COMMODITY	: FTR-18	LINE NO :	CS138 ID :
QUANTITY	: 1	TRAVEL REIMBURSEMENT	
PURCHASE U/M	: EA	STATE TAX :	LOCAL TAX :
BLOCK FUNCTION:	UNIT COST: 750.00	TOTAL COST:	
SPECIFICATION INFO	(SPEC ID TO COPY, ISRT, DLET, DUP)		
	BLOCK	OF	
			<
			<
			<
			<
			<
			<
			<
			<
			<
SPEC IDS:			
F1-HELP	F2-SELECT	F3-DELETE	F4-BLK FUNC
F7-PR BLK	F8-NX BLK	F9-LINK	F10-SAVE
			F5-NEXT
			F6-VW DOC
			F11-VW ACCT

After the required fields have been entered, press <F10–SAVE> to save this line. Add additional detail lines as required.

After the details of the direct voucher have been entered the transaction is ready to post to R*STARS. Press the <CLEAR> key to return to the 1800 Direct Voucher Header Entry screen.

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To post the direct voucher, change the ACTION IND to 'P' and press <F10-SAVE> to post the transaction to R*STARS. If the document requires approval, the system will automatically change the Action Indicator to 'A' indicating the document has been forwarded to the appropriate approval path, and the STATUS of the document will be 'APPR'.

PCHL1800 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY		8:11 AM	
LINK TO:		DIRECT VOUCHER HEADER ENTRY					
DIR VOUCHER ID: 003WY000053		DOC TYPE: DT		EFF DATE : MM/DD/YYYY			
ACTION IND : P		DUE DATE: MM/DD/YYYY		INTF TYPE: BA			
PDT : MA		DMI : R		BANK ID : 000		PYMNT NO :	
VEN INVOICE NO: ADV 4/15-30		DSC TRMS: NET		DOC RF NO:			
DEPARTMENT : 003		TRAINING DEPARTMENT 003				NOTE : N	
CONTACT : TRAINER						STATUS: POST	
TELEPHONE : 517 555-1212		EXT		CREATE: MM/DD/YY			
VOUCHER AMOUNT: 750.00		BPO ID :		UPDATE: MM/DD/YY			
VENDOR ID : 3700441003		LAURA LANSING		POST : MM/DD/YY			
ADDRESS 000 : 441 CAPITOL CT				MUPC :			
		1099: SERVICE		DATE: MM/DD/YYYY			
CITY : MASON		ST: MI		ZIP: 48854		CTRY: USA	
VOUCHER DESC :				CLIENT/PATIENT NO :			
DISTRIB METHOD: S		REJECT CODE:		FCO :		DATE OF SERVICE :	
SX AGY AY INDEX PCA		COBJ AOBJ GRANT		PH PROJ		PH AG1 AG2 AG3 PERCENT	
003 YY 99965		7205 7205					
F1-HELP		F2-SELECT		F3-DELETE		F5-NEXT	
F8-SEL TERMS		F9-LINK		F10-SAVE		F6-VIEW DOC	
						F11-VW ACCT	

Creating a Travel Advance Liquidation

To process a travel advance liquidation, Interface Type TL is used on the Direct Voucher screen to process the transaction through R*STARS. Transaction Code 243 records the Travel Advance Liquidation in R*STARS. This example posts a \$750.00 travel advance liquidation.

On the 1800 Direct Voucher Header Entry screen, enter the following fields:

FIELD	DESCRIPTION
DOC TYPE	Enter a travel document type, generally DT for Travel Advance Liquidation. This may default if already established on an ADPICS department table and can be overtyped.
INTERFACE TYPE	Enter the proper Interface Type. The interface type in ADPICS determines the Transaction Code in R*STARS. Enter interface type TL for a travel liquidation (Transaction Code 243 in R*STARS).
PDT	Enter the payment distribution type. A PDT that mails across documents is needed.
DMI	Enter the proper Disbursement Method Indicator. The DMI defaults

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	to 'R' – regular disbursement.
BANK ID	Enter the Bank ID for the payment transaction.
VEN INVOICE NO	Enter according to agency usage for travel documents.
DOC REF NO	Enter the document number of the travel advance when processing a travel advance liquidation transaction (Interface Type TL). (See Note B below.)
VENDOR ID	Enter the related Vendor ID for which the voucher is being created which will be the employee's social security number preceded by a '3'. The Mail Code will usually be 000 for employees. (See Note A above.)
DISTRIBUTION METHOD	Enter the accounting distribution method: S for single accounting distribution, M for multiple and P for percentage. The field will default to S.
ACCOUNTING CODING BLOCK	Enter the appropriate accounting coding block information. Enter the valid comptroller objects for Travel B.
AOBJ	Enter a valid agency object (if necessary). The AOBJ must point to a valid COBJ or an error will be received.

Note B: Enter the travel advance document number in the document Reference field (Doc Rf No). The reference number required to be entered on this transaction (travel liquidation) will be used to match the travel advance on the Document Financial Table.

PCHL1800 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY		8:11 AM	
LINK TO:		DIRECT VOUCHER HEADER ENTRY					
DIR VOUCHER ID:		DOC TYPE: DT		EFF DATE :			
ACTION IND : N		DUE DATE:		INTF TYPE: TL			
PDT : MA DMI : R		BANK ID : 000		PYMNT NO :			
VEN INVOICE NO: APRIL TRAVEL		DSC TRMS: NET		DOC RF NO: WY000053 001			
DEPARTMENT : 003		TRAINING DEPARTMENT 003		NOTE : N			
CONTACT :				STATUS:			
TELEPHONE :		EXT		CREATE:			
VOUCHER AMOUNT:		BPO ID :		UPDATE:			
VENDOR ID : 3700441003				POST :			
ADDRESS 000 :				MUPC :			
CITY :		ST:		1099: SERVICE DATE:		ZIP: CTRY:	
VOUCHER DESC :				CLIENT/PATIENT NO :			
DISTRIB METHOD: S		REJECT CODE:		FCO :		DATE OF SERVICE :	
SX AGY AY INDEX PCA		COBJ AOBJ GRANT		PH PROJ		PH AG1 AG2 AG3 PERCENT	
003 YY 99965		7205 7205					
F1-HELP		F2-SELECT		F3-DELETE		F5-NEXT	
F8-SEL TERMS		F9-LINK		F10-SAVE		F6-VIEW DOC	
						F11-VW ACCT	

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Press <F10–SAVE> to save the header, the system goes to the 1810 Direct Voucher Detail Entry screen, and generates the direct voucher ID. Enter the details:

FIELD	DESCRIPTION
COMMODITY	Enter a commodity number or press <F2–SELECT> for the commodity table listing; for example, FTR–18 can be used for a Travel Advance Liquidation
QUANTITY	Enter one (1) as the quantity
UNIT COST	Enter the total amount of the transaction

PCHL1810 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	8:28 AM
LINK TO:	DIRECT VOUCHER DETAIL ENTRY		
DIR VOUCHER ID: 003WY000054			
COMMODITY	: FTR-18	LINE NO :	CS138 ID :
QUANTITY	: 1	TRAVEL REIMBURSEMENT	
PURCHASE U/M	: EA	STATE TAX :	LOCAL TAX :
BLOCK FUNCTION:	UNIT COST: 750.00	TOTAL COST:	
SPECIFICATION INFO	(SPEC ID TO COPY, ISRT, DLET, DUP)	BLOCK	OF
			<
			<
			<
			<
			<
			<
			<
			<
			<
			<
SPEC IDS:			
F1-HELP	F2-SELECT	F3-DELETE	F4-BLK FUNC
F7-PR BLK	F8-NX BLK	F9-LINK	F10-SAVE
		F5-NEXT	F6-VW DOC
		F11-VW ACCT	

After the details of the direct voucher have been entered, press <F10–SAVE> to save the details. Now the transaction is ready to post to R*STARS. Press the <CLEAR> key to return to the 1800 Direct Voucher Header Entry screen.

To post the Direct Voucher, change the ACTION IND to 'P' and press <F10–SAVE> to post the transaction to R*STARS. If the document requires approval, the system will automatically change the Action Indicator to 'A' indicating the document has been forwarded to the appropriate approval path, and the STATUS of the document will be 'APPR'.

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PCHL1800 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY		8:11 AM	
LINK TO:		DIRECT VOUCHER HEADER ENTRY					
DIR VOUCHER ID: 003WY000054		DOC TYPE: DT		EFF DATE : MM/DD/YYYY			
ACTION IND : P		DUE DATE: MM/DD/YYYY		INTF TYPE: TL			
PDT : MA DMI : R		BANK ID : 000		PYMNT NO :			
VEN INVOICE NO: APRIL TRAVEL		DSC TRMS: NET		DOC RF NO: WY000053 001			
DEPARTMENT : 003		TRAINING DEPARTMENT 003		NOTE : N			
CONTACT : TRAINER				STATUS: POST			
TELEPHONE : 517 555-1212		EXT		CREATE: MM/DD/YY			
VOUCHER AMOUNT: 750.00		BPO ID :		UPDATE: MM/DD/YY			
VENDOR ID : 3700441003 LAURA LANSING				POST : MM/DD/YY			
ADDRESS 000 : 441 CAPITOL CT				MUFC :			
		1099: N SERVICE DATE:					
CITY : MASON		ST: MI		ZIP: 48854		CTRY: USA	
VOUCHER DESC :				CLIENT/PATIENT NO :			
DISTRIB METHOD: S		REJECT CODE:		FCO :		DATE OF SERVICE :	
SX AGY AY INDEX PCA		COBJ AOBJ GRANT		PH PROJ		PH AG1 AG2 AG3 PERCENT	
003 YY 99965		7205 7205					
F1-HELP		F2-SELECT		F3-DELETE		F5-NEXT	
		F8-SEL TERMS		F9-LINK		F6-VIEW DOC	
				F10-SAVE		F11-VW ACCT	

Creating a Travel Expenditure

To process a travel expenditure, Interface Type BT for Basic Travel Voucher will be used on the Direct Voucher screen to process the transaction through R*STARS. Interface Type BT uses Transaction Code 299 to record the Travel Voucher in R*STARS. This example posts a \$1,000.00 travel expenditure.

On the 1800 Direct Voucher Header Entry screen, enter the following fields:

FIELD	DESCRIPTION
DOC TYPE	Enter a travel document type, generally DT for Travel Voucher. This may default if already established on an ADPICS department table and can be overtyped.
INTERFACE TYPE	Enter the proper interface type. The interface type in ADPICS determines the Transaction Code in R*STARS. Enter interface type BT for a travel expenditure (Transaction Code 299 in R*STARS).
PDT	Enter the Payment Distribution Type. A PDT that mails across documents is needed.
DMI	Enter the proper Disbursement Method Indicator. The DMI indicator defaults to 'R' – regular disbursement.
BANK ID	Enter the Bank ID for the payment transaction.
VENDOR INVOICE NO	Enter according to agency usage for travel documents.

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DOC RF NO	Enter the document number of the travel advance if one was issued, otherwise leave blank.
VENDOR ID	Enter the related Vendor ID for which the voucher is being created which will be the employee's social security number preceded by a '3'. The Mail Code will usually be 000 for employees. (See Note A above.)
DISTRIBUTION METHOD	Enter the accounting distribution method: S for single accounting distribution, M for multiple and P for percentage. Defaults to S. For this example, change to 'M'.

PCHL1800 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY	8:11 AM
LINK TO:		DIRECT VOUCHER HEADER ENTRY			
DIR VOUCHER ID:		DOC TYPE: DT		EFF DATE :	
ACTION IND	: N	DUE DATE:		INTF TYPE: BT	
PDT	: MA DMI : R	BANK ID : 000		PYMNT NO :	
VEN INVOICE NO: APRIL TRAVEL		DSC TRMS: NET		DOC RF NO: WY000053 001	
DEPARTMENT	: 003	TRAINING DEPARTMENT 003		NOTE : N	
CONTACT	:			STATUS:	
TELEPHONE	:	EXT		CREATE:	
VOUCHER AMOUNT:		BPO ID :		UPDATE:	
VENDOR ID	: 3700441003			POST :	
ADDRESS	000 :			MUPC :	
CITY :		ST:		1099: N SERVICE DATE:	
VOUCHER DESC :		ZIP:		CTRY:	
DISTRIB METHOD: M		REJECT CODE:		CLIENT/PATIENT NO :	
SX AGY AY INDEX PCA		FCO :		DATE OF SERVICE :	
COBJ AOBJ GRANT		PH PROJ		PH AG1 AG2 AG3 PERCENT	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>F1-HELP</div> <div>F2-SELECT F3-DELETE</div> <div>F5-NEXT</div> <div>F6-VIEW DOC</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>F8-SEL TERMS F9-LINK</div> <div>F10-SAVE</div> <div>F11-VW ACCT</div> </div>					

Press <F10–SAVE> to save the header and enter the details on the 1809 Direct Voucher Accounting Detail screen.

FIELD	DESCRIPTION
COMMODITY	Enter a commodity number or press <F2–SELECT> for the commodity table listing; for example, FTR–18 may be used for Travel Vouchers
QUANTITY	Enter one (1) as the quantity
UNIT COST	Enter the total amount of the transaction
ACCOUNTING CODING BLOCK	Enter the appropriate accounting coding block information. Enter the valid comptroller objects for Travel B.
AOBJ	Enter a valid agency object (if necessary). The AOBJ must point to a valid COBJ or an error will be received.

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PCHL1809 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY		9:19 AM																																														
LINK TO:		DIRECT VOUCHER ACCOUNTING DETAIL																																																		
DIR VOUCHER ID: 003WY000055 LINE NO : 001 CS138 ID :																																																				
COMMODITY : FTR-18 TRAVEL REIMBURSEMENT																																																				
QUANTITY : STATE TAX :																																																				
PURCHASE U/M : UNIT COST: 1000 TOTAL COST:																																																				
ACCOUNTING INFORMATION-																																																				
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 10%;">SX</td><td style="width: 10%;">AGY</td><td style="width: 10%;">AY</td><td style="width: 10%;">INDEX</td><td style="width: 10%;">PCA</td><td style="width: 10%;">COBJ</td><td style="width: 10%;">AOBJ</td><td style="width: 10%;">GRANT</td><td style="width: 10%;">PH</td><td style="width: 10%;">PROJ</td><td style="width: 10%;">PH</td><td style="width: 10%;">AG1</td><td style="width: 10%;">AG2</td><td style="width: 10%;">AG3</td><td style="width: 10%;">AMOUNT</td></tr><tr><td></td><td>003</td><td>YY</td><td>10011</td><td></td><td>4811</td><td>4811</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>750</td></tr><tr><td></td><td>003</td><td>YY</td><td>10011</td><td></td><td>4845</td><td>4845</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>250</td></tr></table>								SX	AGY	AY	INDEX	PCA	COBJ	AOBJ	GRANT	PH	PROJ	PH	AG1	AG2	AG3	AMOUNT		003	YY	10011		4811	4811								750		003	YY	10011		4845	4845								250
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After the details of the direct voucher have been entered, press <F10-SAVE> to save the details. The document is now ready to post to R*STARS. Press the <CLEAR> key to return to the 1800 Direct Voucher Header Entry screen.

Change the ACTION IND to 'P' and press <F10-SAVE> to post the transaction to R*STARS. If the document has been designated as part of an approval path, the system will automatically change the Action Indicator to 'A' indicating the document has been forwarded to the appropriate approval path, the STATUS will be 'APPR'.

PCHL1800 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY		8:11 AM											
LINK TO:		DIRECT VOUCHER HEADER ENTRY															
DIR VOUCHER ID: 003WY000055 DOC TYPE: DT EFF DATE : MM/DD/YYYY																	
ACTION IND : P DUE DATE: MM/DD/YYYY INTF TYPE: BT																	
PDT : MA DMI : R BANK ID : 000 PYMNT NO :																	
VEN INVOICE NO: APRIL TRAVEL DSC TRMS: NET DOC RF NO: WY000053 001																	
DEPARTMENT : 003 TRAINING DEPARTMENT 003 NOTE : N																	
CONTACT : TRAINER STATUS: POST																	
TELEPHONE : 517 555-1212 EXT CREATE: MM/DD/YY																	
VOUCHER AMOUNT: 1,000.00 BPO ID : UPDATE: MM/DD/YY																	
VENDOR ID : 3700441003 LAURA LANSING POST : MM/DD/YY																	
ADDRESS 000 : 441 CAPITOL CT. MUPC :																	
1099: N SERVICE DATE:																	
CITY : MASON ST: MI ZIP: 48854 CTRY: USA																	
VOUCHER DESC : CLIENT/PATIENT NO :																	
DISTRIB METHOD: M REJECT CODE: FCO : DATE OF SERVICE :																	
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MAIN FACS

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Requirements for the Liquidation of a Travel Advance

In order for the match of the travel advance liquidation (interface type TL) and the travel voucher (interface type BT) to the Document Financial Table to occur, the following are essential:

- Final approve/post the travel liquidation (interface type TL) in ADPICS either **before** the travel voucher (interface type BT) is final approved/posted or on the **same day** that the travel voucher is posted
- Use a PDT (Payment Distribution Type) that combines across documents (MA or M2) on both the travel advance liquidation (interface type TL) and the travel voucher (interface type BT)
- Use the same mail code and vendor number on both documents
- Use the same due date (if entered) on both documents

The two transactions will net together to produce the correct net payment amount. This will occur through the use of the PDT, assuming the four steps noted above were completed properly. If these steps are not followed, the match will not occur which will result in a warrant for the total amount of the travel voucher (interface type BT), rather than the net amount, of the travel vouchers (travel voucher, interface type BT minus the advance liquidation, interface type TL).

INTERFACE TYPES USED FOR TRAVEL B

The interface type in ADPICS determines which transaction code posts to the R*STARS Financial Tables. The interface types used in the travel reimbursement examples include:

<u>Interface Type</u>	<u>Description</u>	<u>Transaction Code</u>
BA	Basic Travel Advance	297
TL	Travel Advance Liquidation	243
BT	Basic Travel Voucher	299

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SELF-STUDY

Training Material

INQUIRY

ADPICS – Any travel advance, liquidation or expenditure can be looked up or inquired upon in ADPICS. To do so, access the 1800 Direct Voucher Header Entry screen, enter the Direct Voucher ID and press <ENTER> to inquire.

From the header press <F6–VIEW DOC> to view the 1820 Direct Voucher Commodity Summary or press <F11–VW ACCT> to view the 1825 Direct Voucher Accounting Information Summary.

R*STARS – To inquire on the posted direct voucher the agency number and the Document Number should be known for use on the following R*STARS screens:

- 64 Document Financial Inquiry
- 86 Document Transaction Inquiry
- 84 Accounting Event Record Inquiry